

SAMSUNG OFFICESERV PERSONAL SPEED DIAL NAMES PROGRAMMING GUIDE

TO CHANGE OR ADD PERSONAL SPEED DIAL NAMES THROUGH THE SAMSUNG HANDSET

From your handset press the **Transfer key** and dial **106**,

Dial the speed dial number required (e.g. 01) OR press volume **UP** or **DOWN** to make your selection, once you have the right speed dial number press the right soft key (under the display) to move the cursor under the name

Names are written using the number keys. Each press of a key selects a character, as shown on the selected key. Pressing a different key moves the cursor to the right.

For example, you want to enter the name "SAM SMITH." The first letter "S" is selected by pressing the dial key number 7 four times (i.e. the first key press selects "P", the second selects "Q", etc). Then press the number 2. This moves the cursor and selects the letter "A."

When the next character you want appears on the same key as the character you have just entered press the volume UP key to move the cursor to the right, then select the next character.

Press the right soft key to return to the speed dial number to change or add more.

ONCE YOU HAVE FINISHED ENTERING THE SPEED DIAL NAMES PRESS THE TRANSFER KEY TO SAVE & EXIT PROGRAMMING

